

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 9

April 12, 2004

SUBJECT: CHANGE OF VENUE ON TRAFFIC CITATIONS - REVISED

EFFECTIVE: IMMEDIATELY

PURPOSE: This Order revises and clarifies procedure regarding the assigning of court locations for traffic citations, Department Manual Section 4/320.46 and supersedes the Department Traffic Coordinator Notice, dated February 7, 2003, *Change of Venue on Traffic Citations*.

PROCEDURE: Under normal circumstances, the court location of appearance shall be determined by the location where the violation was committed. The location of appearance shall be indicated on the Traffic Notice to Appear, Form 04.50, by placing an "X" in the corresponding court box or by writing in the appropriate court location when it is not preprinted on the citation. If a violator requests to be cited to the "County Seat" or to an alternative court location, he/she shall be cited to the requested court location when the following conditions are met:

- * The requested court location is listed on the Traffic Notice to Appear or is eligible for addition to the form; and,
- * The violator's place of residence or principal place of employment is located closer to the requested court location than to the court location normally utilized for the Area of occurrence.

Note: All traffic courts located within the City of Los Angeles which are preprinted on the traffic citation qualify as a "County Seat." Officers shall not cite violators to non-traffic courts nor to court locations outside of the City of Los Angeles.

If the traffic citation form being used is out of date and there are eligible court locations available that are not preprinted on the citation, the violator may select one of the new court locations subject to the above conditions.

AMENDMENTS: This Order amends Section 4/320.46 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Special Operations Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON
Chief of Police

DISTRIBUTION "A"